

Withdrawal Process

Any student planning to withdraw from the school should notify their school counselor and assigned assistant principal as soon as possible to start the withdrawal process. The student will be required to circulate the appropriate **Withdrawal Form** (available in the Counseling Center) amongst his or her teachers and school personnel to make sure grades are closed out and all materials are returned. The student must also have this form signed by the librarian to ensure all lent materials have been returned and no fees are due.

The following information is needed prior to a student's full withdrawal as dictated by the state of MA:

- 1) Future educational destination of the student
- 2) Private or Public School
- 3) If student is dropping out will they pursue a GED